

NON-APPROPRIATED FUND JOB OPPORTUNITIES

OPEN DATE: 26 Jan. 2004 CLOSING DATE: 2 Feb. 2004

POSITION:

SERIES AND GRADE:

RATE OF PAY:

LOCATION:

APPOINTMENT CATEGORY:

ANNOUNCEMENT NUMBER: NONAPPROPRIATED FUND OFFICE:

ACCOUNTING TECHNICIAN

NF-0525-03

\$21,100 - 54,500 per annum

Financial Management Services

Regular Full Time

N04-009

684-2747

SUMMARY OF DUTIES: Responsible for accuracy and timeliness of accounting documents submitted by assigned activities. Maintains assigned subsidiary ledgers for Accounts Receivable, Accounts Payable, customer deposits, unearned income, annual leave payable, equipment, prepaid items and central storeroom accounts.

Determines that all transactions are properly processed and that total activity agrees with predetermined control tables. Analyzes and reviews reports and machine listings to secure that they are in balance and in proper format and sort sequence, the accounting data is valid, and that it adheres to prescribed regulatory manuals and procedures. Classifies erroneous conditions referring complex errors/problems to the Accountant. Takes corrective action to bring reports and listings in balance, verifies corrected copy, and recommends changes in procedures to prevent a recurrence of the problem.

QUALIFICATION REQUIREMENT: Work experience in an accounting function, performing accounting duties as described above.

CONDITIONS OF EMPLOYMENT: Completion of a satisfactory Local Agency Check and National Agency Check.

Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.